

## Sign up process for the Bureau of Developmental Disabilities Services (BDDS) New Provider Orientation.

### 1) Signing up for the event:

- a. Go To: <https://ddrsprovider.fssa.in.gov/Events/Default.aspx>
- b. Select: BDDS New Provider Orientation as the Organization
- c. Navigate to your desired event on the Event Calendar
- d. Click the desired event on the date listed (this will open the registration page).
- e. Fill in ALL fields including the **Position & Agency** drop-down menu. You must select one of the drop-down items!
- f. After ALL fields have been filled-in, click the REGISTER icon at the bottom of the page.
  - i. Note: Once you click the Register button, a confirmation page will appear. If it does not, please make sure that all fields have been filled-in on the registration including the areas with drop-downs.
  - ii. Note: You will receive an E-Mail confirmation once you have successfully registered.
  - iii. Note: If you have more than one person attending you must register the other person separately.